



## MARYLAND DEPARTMENT OF GENERAL SERVICES

FACILITIES OPERATIONS & MAINTENANCE • FACILITIES PLANNING, DESIGN & CONSTRUCTION  
PROCUREMENT & LOGISTICS • REAL ESTATE

This is a **position specific recruitment**. The list of eligibles will be used to fill a position/function with the Department of General Services, Information Technology Division. This position is located at 301 West Preston Street, Baltimore, Maryland 21201. Persons interested in future vacancies in the DP Staff Specialist Supervisor classification will need to reapply.

**RECRUITMENT FOR:** DP Staff Specialist Supervisor  
Announcement Number – 07-4487-902  
(List both the title and announcement number on your application)

**SALARY:** \$47,709 - \$76,598 (Grade 19)

**CLOSING DATE:** January 26, 2007  
**Applications must be received by the close of business**

**POSITION DUTIES:** The incumbent will actively manage existing or new IT projects or programs for the Department. Responsibilities include project planning, scheduling, cost estimating, coordination, execution, and risk assessment and performance/management improvement strategies. Incumbent may supervise staff and vendors and may be required to perform technical duties and tasks. Work will be performed under the direction of the Director of Information Technology.

### **MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:**

**Education:** Bachelor's degree from an accredited college or university in Computer Information Technology, Management Information Systems, Computer Science or other information technology-related field to include course work in systems analysis and applications programming using third generation or other generally accepted computer programming languages or in operating systems and data communications technology.

**Experience:** Three years of experience designing, developing, testing, implementing and maintaining applications systems and programs using third generation or other generally accepted computer programming languages or maintaining and modifying operating systems for multipurpose, multi-tasking computers.

#### **Notes:**

1. Thirty credit hours from an accredited college or university in Computer Information Technology, Management Information Systems, Computer Science or other information technology-related field to include course work in systems analysis and applications programming using third generation or other generally accepted computer programming languages or in operating systems and data communications technology may be substituted for the required education.
2. One additional year of experience designing, developing, testing, implementing and maintaining applications systems and programs using third generation or other

generally accepted computer programming languages or maintaining and modifying operating systems for multipurpose, multi-tasking computers may be substituted for the required education.

3. Experience operating multipurpose, multi-tasking computer systems; or scheduling, controlling input and output or maintaining a tape library to process data on multipurpose, multi-tasking computer systems; or evaluating, implementing and maintaining microcomputer hardware and software; or converting data from project specifications by writing program code using third generation or other generally accepted computer programming languages may be substituted for high school on a year-for-year basis.

**LIMITATIONS TO SELECTION:** Candidates **must** be willing to work in the Baltimore City area.

**RETURN COMPLETED APPLICATION TO:** Department of General Services, Personnel Division, 301 West Preston Street, Room 1309, Baltimore, Maryland 21201. **Applications must be received by the close of business on January 26, 2007.**

**SELECTION PROCESS:** Only candidates who meet the minimum qualifications will be admitted to the examination for this classification. Therefore, it is essential that you give complete and accurate information on your application. Successful candidates will be ranked as Best Qualified, Better Qualified, or Qualified and placed on the employment list. The list will be used by the hiring agency to select an employee. This eligible list will be in effect for 12 months.

**EXAMINATION:** The examination may consist of a rating of your education, training and experience related to the requirements of this job. If you do not received a request for supplemental information, the rating will be based on your application. Report all experience and/or education that is related to this job.

### **INFORMATION FOR CANDIDATES:**

**Applications:** Applications may be obtained by visiting the Department of Budget and Management, Office of Personnel Services & Benefits website at: [www.workformaryland.com](http://www.workformaryland.com); by writing to DBM, OPSB, Recruitment & Examination Division, 301 W. Preston Street, Baltimore, MD 21201; by visiting 300 W. Preston Street, First Floor, Baltimore, Maryland; or by calling 410-767-4850, toll free: 1-800-705-3493; TTY users call Maryland Relay Service, 1-800-735-2258. Your application is part of the examination process. Answer each question fully and clearly. Photocopies are acceptable provided there is an original signature and copied on standard paper (8 ½" x 11").

**Qualifications:** You must possess the minimum qualifications before you may be selected for a State job. Verification will be completed by the appointing authority. If you are scheduled to complete an educational or licensing requirement within six months of the examination, you may participate in the examination process. Permanent State employees may also complete necessary experience requirements within six months of the date of an examination. Credit is given for relevant part-time, temporary or volunteer experience based on the number of hours worked per week. You must include on your application, the time you spent in such activities. You must be legally authorized under the United States Immigration Reform and Control Act to be hired in the position for which you apply.

**Eligibility:** Applicants will be notified when and where to appear for written, oral or demonstration examinations. Some examinations may consist of an evaluation of relevant training and experience. If further information is needed, notice will be sent to the candidate. Candidates who do not meet the minimum qualifications for the classification for which they apply, will not receive a ranking and their name will not appear on the eligible list.

**Physical Examination:** Eligible candidates may be required to pass a job related physical examination.